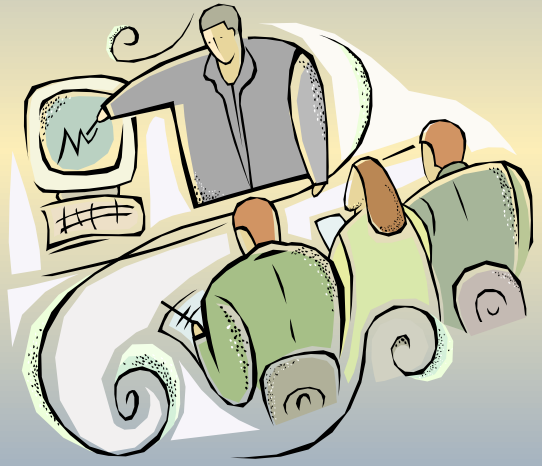
Electronic Document Access (EDA)

Contract Load Notification



"Fly-in" Action

(Continue to Page Down/Click on each page…)

Contract Load (CL) Notification

The Contract Load Electronic Notification capability allows Contracting Officers/Contract Specialist with the EDA Contract Load Notification Role to create a "Notification List" of e-mail addresses that are automatically notified when Contracts are loaded into EDA.

Notification lists are created and managed within the EDA application. EDA users with the proper authority (role and DoDAAC(s)) can create lists as well as add, update, and delete users from existing lists. User's also have a capability to copy an existing notification list to another contract

Contract Load Notification Business Rules…

CL Notification Business Rules

Only authorized EDA users with the Contract Load Notification Role and valid DoDAAC(s) have the capability to establish Contract Load Notification Lists. (Admin or Issue DoDAAC(s))

Notification lists are triggered/activated by the ‘load’ event of the document into EDA through any automated upload process or through the manual upload process.

Notification lists may be created for contracts that do not yet exist on EDA.

Notification lists are established at the Base Contract

CLN Business Rules - Continued

EDA *attempts* to e-mail the notification to the addresses on the lists. Contract load notification is NOT an assured delivery method; it utilizes standard e-mail.

Notification e-mail messages are sent once per day, after all document load events have been completed.

Users on multiple contract load notifications lists will receive one e-mail notification that reflects the combined contract activity for the day. This prevents the recipient from being flooded with multiple e-mail messages.

CLN Business Rules - Continued

When e-mail addresses are updated on EDA user accounts, the updates are applied to the e-mail addresses found in the notification lists as well.

Welcome e-mail notifications are sent to each new e-mail address entered into any Contract Notification List. Ensures the e-mail address is valid prior to posting/loading events. If invalid, the e-mail “bounces back” to user creating/updating lists for immediate correction.

E-mail addresses entered in the list are not required to be EDA users. Anyone may be *notified* of contract load activity, but only EDA users have the capability to

CLN Business Rules - Continued

E-mail addresses which belong to EDA users have a direct link(s) to the newly loaded document(s) included within the Contract Load notification e-mail.

Vendors included in Contract Load Notification lists may or may not be able to view the newly loaded document. Vendors are restricted to DUNS and/or CAGE code established in their EDA user account.

Support Contractors included in Contract Load Notification lists may or may not be able to view the newly loaded document. Support Contactors are restricted to DoDAAC(s) and/or specific Contract numbers establish

To Obtain CL Notification Ro

Request Contract Load Notification Role by contacting your EDA POC. Supply Admin and/or Issue DoDAAC(s)

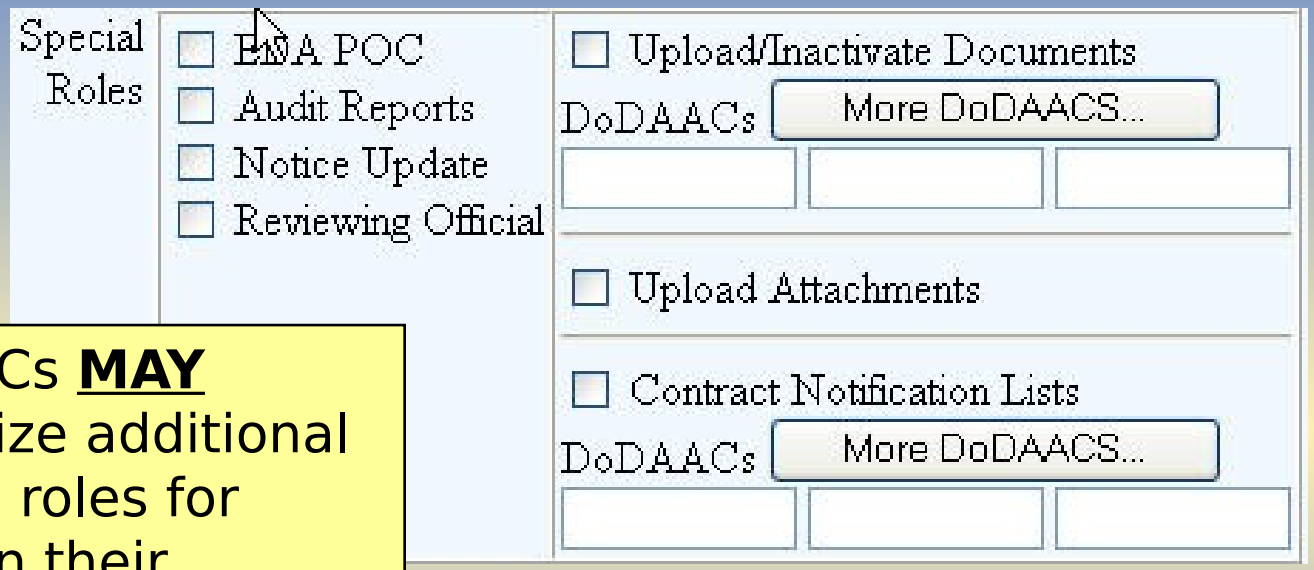
(EDA POC will Verify need of special role)

EDA POC validates request and logs into EDA and performs an update on an account. ('checks' Contract Load Notification Role, enters DoDAAC(s) and processes/confirms updates).

General rule, Contract Load Notification is for Contract Officers, Contract Specialists and those that support the execution of a Contract.

EDA POC establishes Role on User Account…

EDA POC 'toggles' on Role



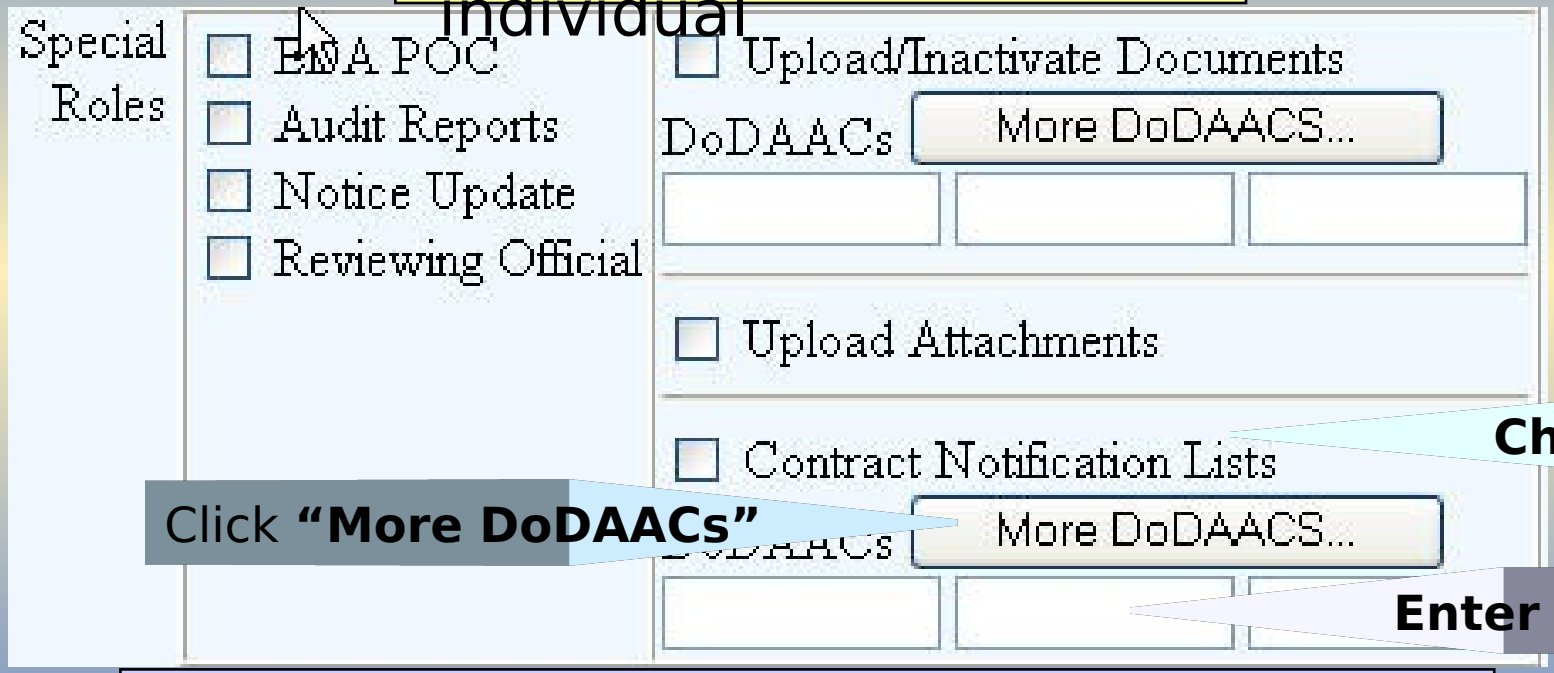
EDA POCs **MAY** authorize additional special roles for users in their community.

To activate special roles, ***Check*** the corresponding "checkboxes".

Definition: *Need-to-Know* – The principle by which users are only granted access to the information, assets, and resources necessary to perform their assigned job functions.

DoDAACs Required for Role

EDA POC may “check” roles required for individual



Contract Load Notification functionality is restricted to specific ***Issue*** and/or ***Admin DoD***

Let’s Take a Closer Look at Contract Load Notification…

After Role is Granted…

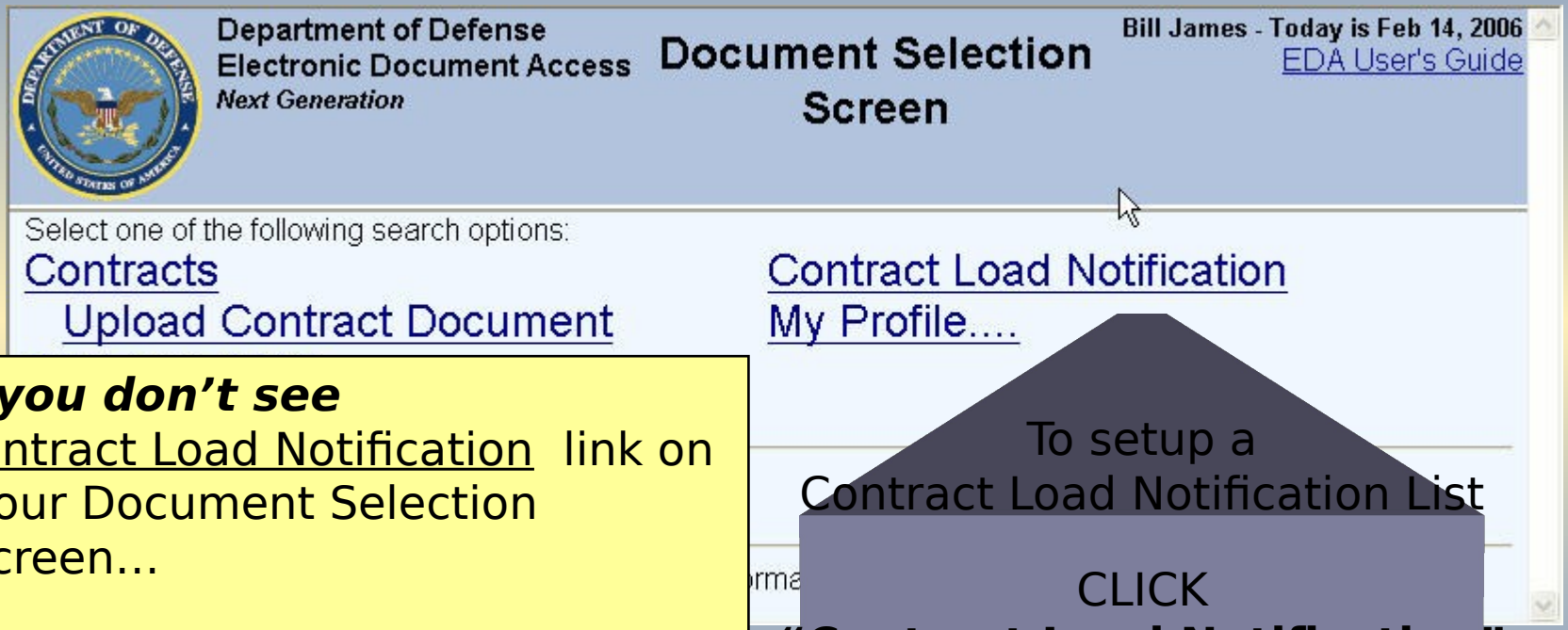
To CREATE or Maintain a Contract Load Notification List

- Log into EDA
  - (http://eda.ogden.disa.mil) or
  - (http://eda.cols.disa.mil)

Note – EDA Server's replicate data constantly, therefore, stay at one site during contract load notification update activity.

To Begin…

Contract Load Notification



To setup a
Contract Load Notification List

CLICK
"Contract Load Notification"
on the Document Selection

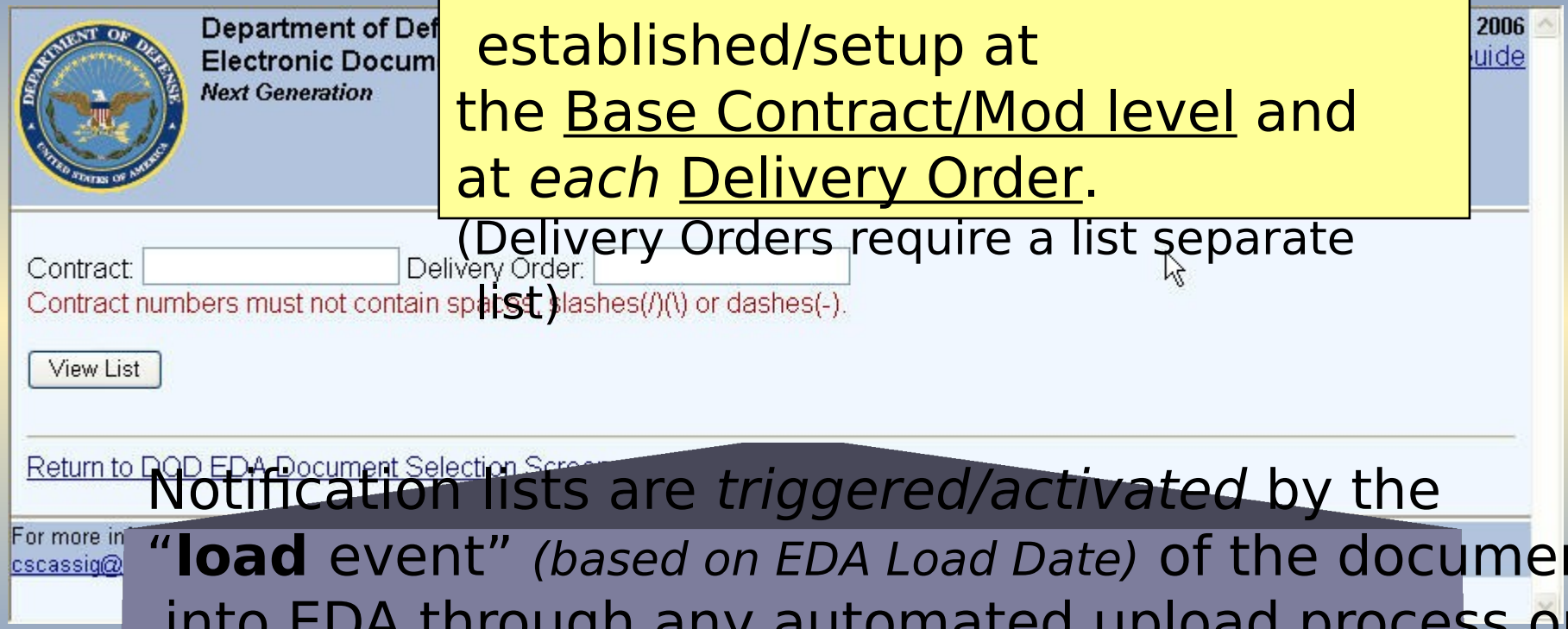
If you don't see
Contract Load Notification link on your Document Selection screen…

The **Contract Load Notification Role** has not been granted to your EDA user account

Contact your EDA POC for assistance in granting the role.

Contract Load Notification Entry

Notification lists are established/setup at the Base Contract/Mod level and at *each* Delivery Order.
(Delivery Orders require a list separate list)



Notification lists are *triggered/activated* by the "**load** event" *(based on EDA Load Date)* of the document into EDA through any automated upload process or through the manual upload process.

First, let's Create a NEW Contract Notification List…

Contract Load Notification Entry

Establish a Notification list for a **Base Contract and/or Contract Modification**

Maintenance
Contract:
Delivery Order:
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
View List
Screen
the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to:

To ***CREATE*** or ***UPDATE*** a Contract Load Notification List For a Base Contract and/or Contract Modification

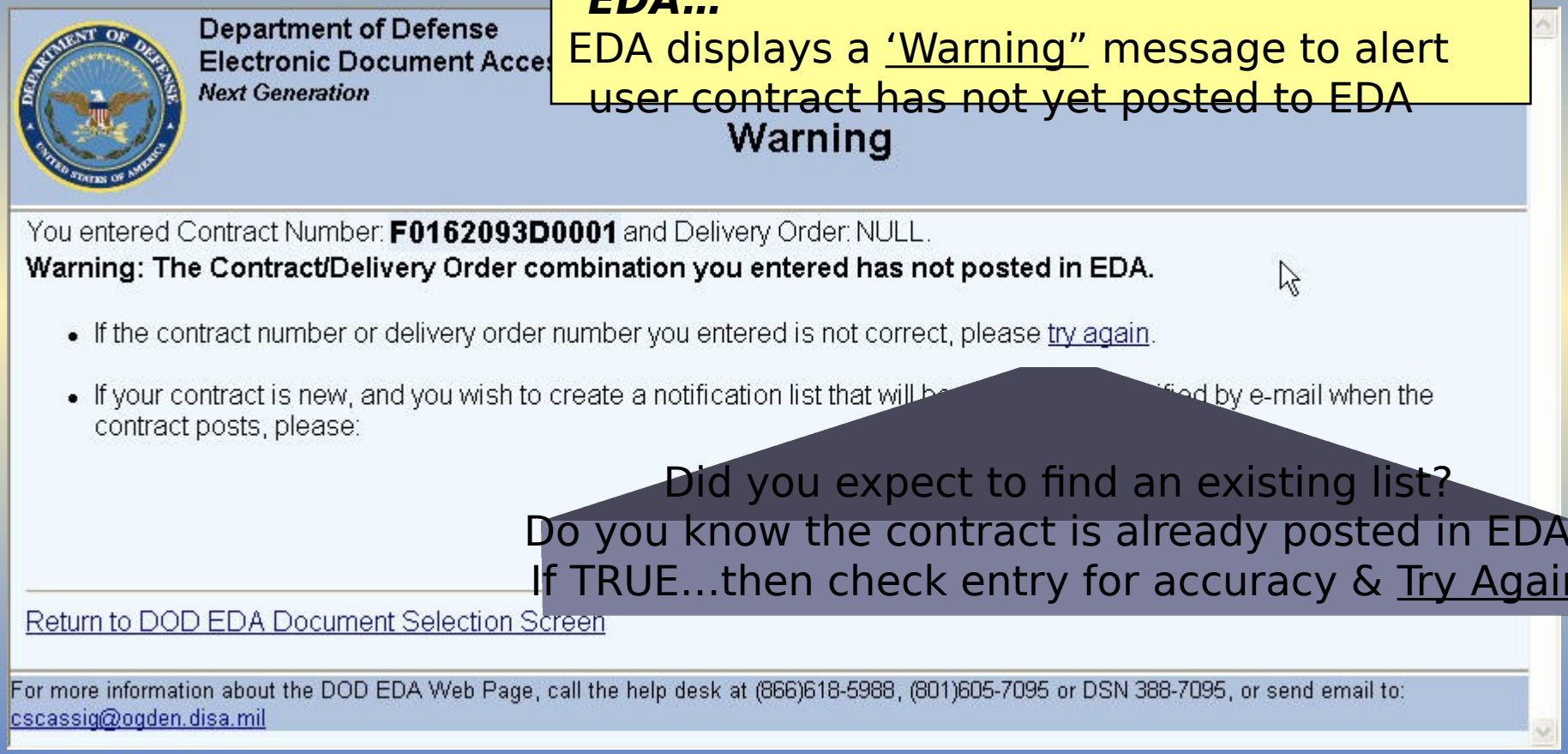
ENTER
"Contract Number"

No spaces, slashes or dashes

CL Notification - Warning

If NEW List & Contract Number not in EDA…

EDA displays a ‘Warning” message to alert user contract has not yet posted to EDA


Department of Defense
Electronic Document Acces
Next Generation
Warning
You entered Contract Number: F0162093D0001 and Delivery Order: NULL.
Warning: The Contract/Delivery Order combination you entered has not posted in EDA.
If the contract number or delivery order number you entered is not correct, please try again.
If your contract is new, and you wish to create a notification list that will
contract posts, please:
Return to DOD EDA Document Selection Screen
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to:
cscassig@ogden.disa.mil

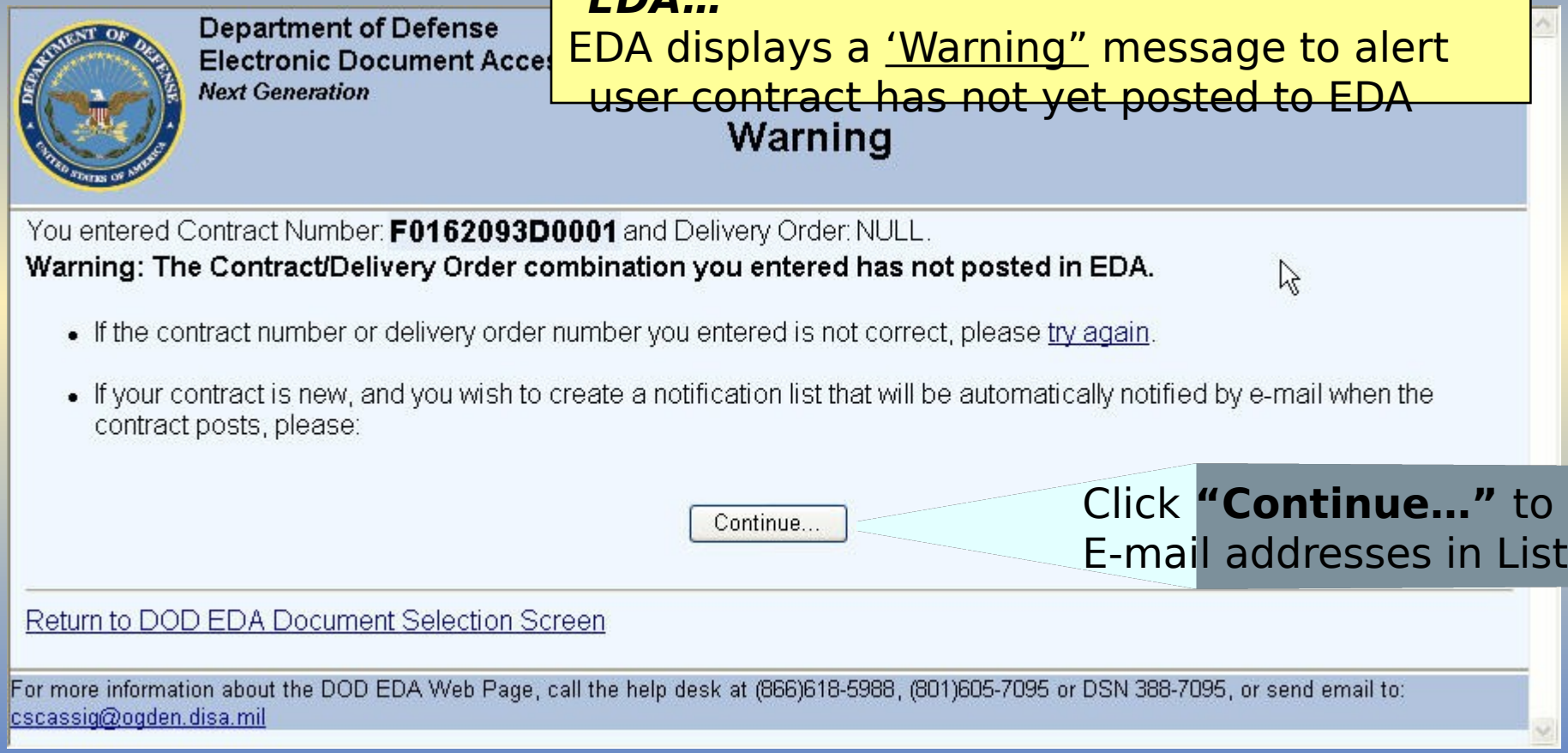
Did you expect to find an existing list?
Do you know the contract is already posted in EDA?
If TRUE…then check entry for accuracy & Try Again

If New List and Contract <u>not yet posted</u>…

CL Notification - Continued

If NEW List & Contract Number not in EDA…

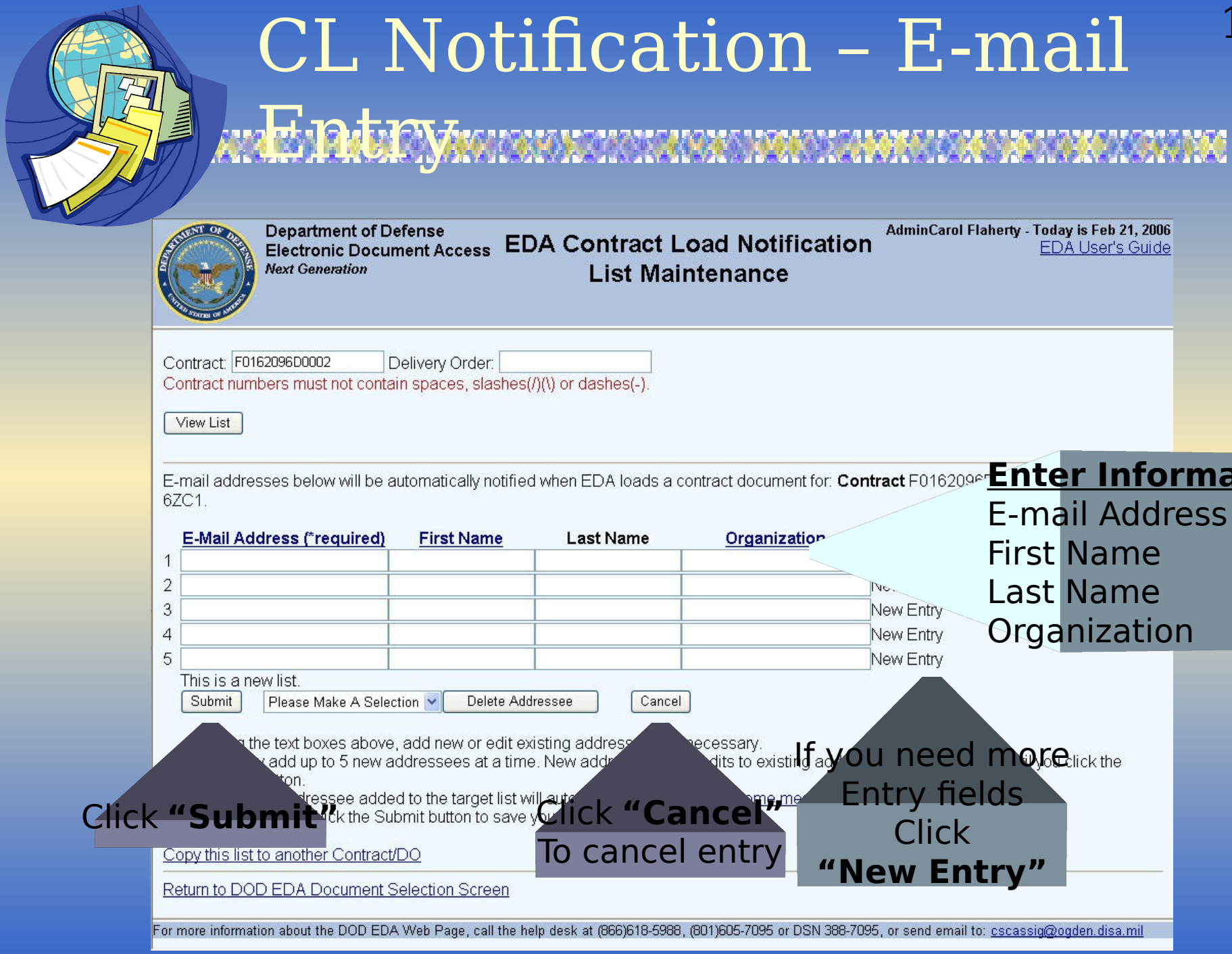
EDA displays a "Warning" message to alert user contract has not yet posted to EDA


Department of Defense
Electronic Document Acces
Next Generation
Warning
You entered Contract Number: F0162093D0001 and Delivery Order: NULL.
Warning: The Contract/Delivery Order combination you entered has not posted in EDA.
If the contract number or delivery order number you entered is not correct, please try again.
If your contract is new, and you wish to create a notification list that will be automatically notified by e-mail when the contract posts, please:
Continue...
Return to DOD EDA Document Selection Screen
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to:
cscassig@ogden.disa.mil

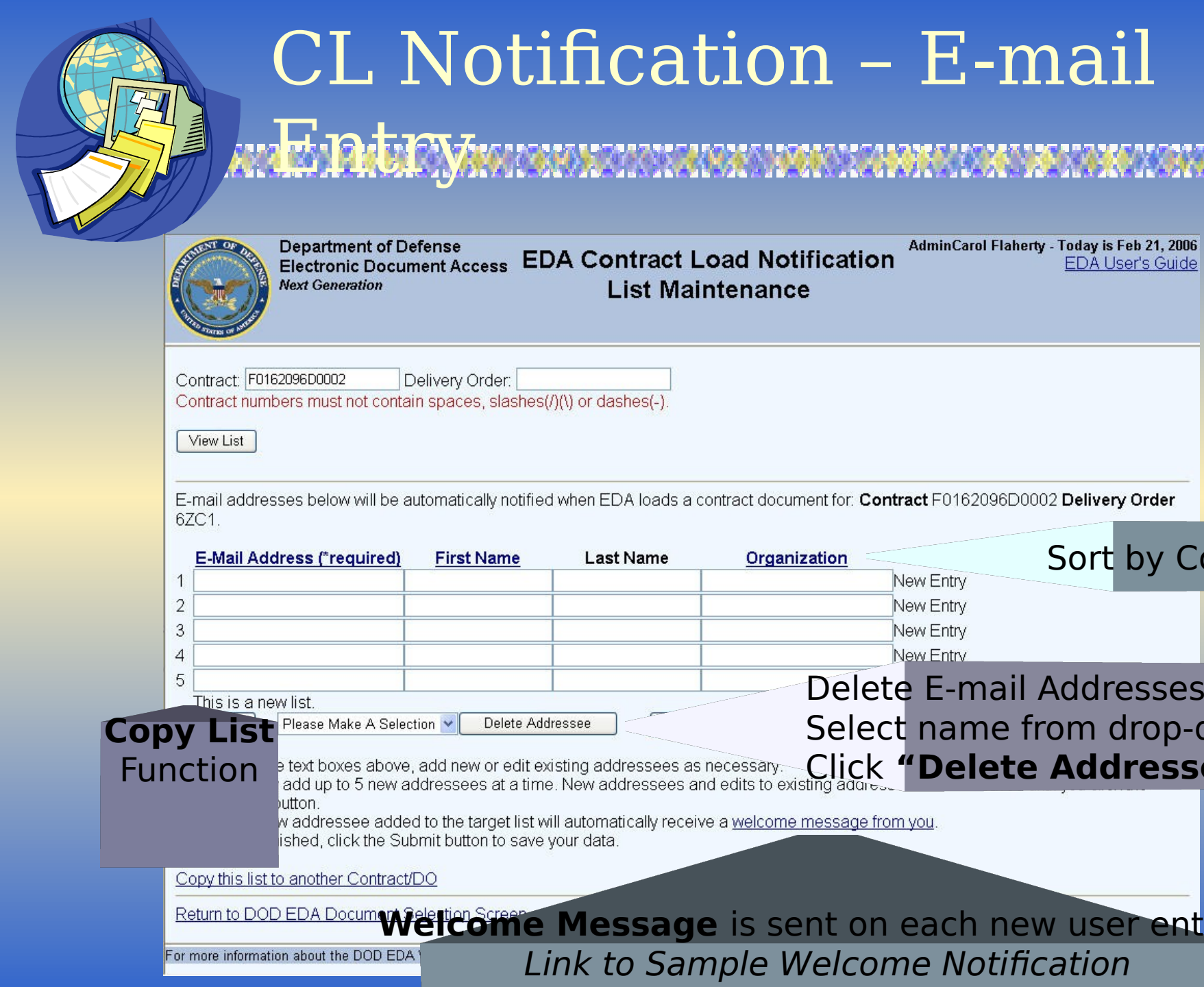
Click **"Continue…"** to en
E-mail addresses in List

Next, Enter E-Mail Addresses you want Notified…

CL Notification – E-mail Entry



CL Notification – E-mail Entry


Department of Defense
Electronic Document Access
Next Generation
EDA Contract Load Notification
List Maintenance
AdminCarol Flaherty - Today is Feb 21, 2006
EDA User's Guide
Contract: F0162096D0002 Delivery Order:
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
View List
E-mail addresses below will be automatically notified when EDA loads a contract document for: Contract F0162096D0002 Delivery Order 6ZC1.
E-Mail Address (*required)
First Name
Last Name
Organization
1 New Entry
2 New Entry
3 New Entry
4 New Entry
5
This is a new list.
Please Make A Selection
Delete Addressee
Copy this list to another Contract/DO
Return to DOD EDA Document Selection Screen
For more information about the DOD EDA

Sort by Column

Delete E-mail Addresses
Select name from drop-down li
Click **"Delete Addresses"**

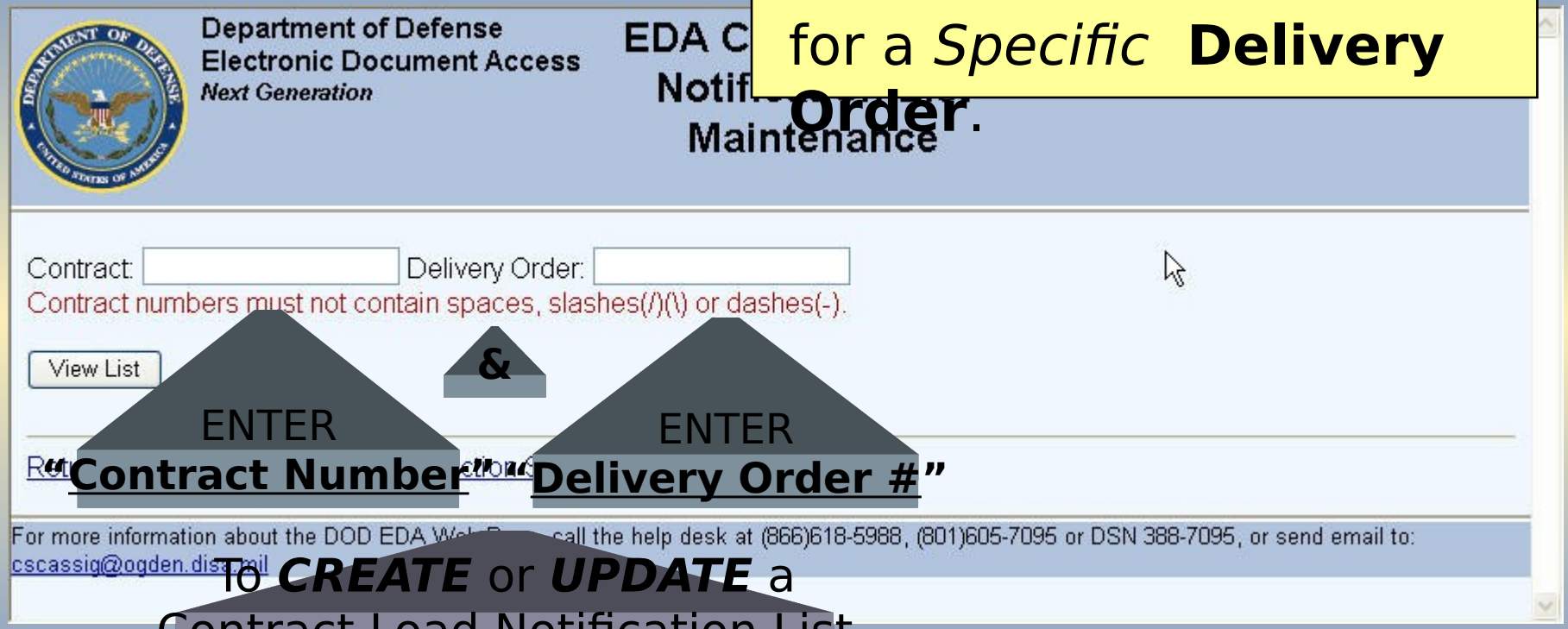
Copy List Function

Welcome Message is sent on each new user entered

Link to Sample Welcome Notification

CLN List – Delivery Order

Establish Notification list for a *Specific* **Delivery Order**.

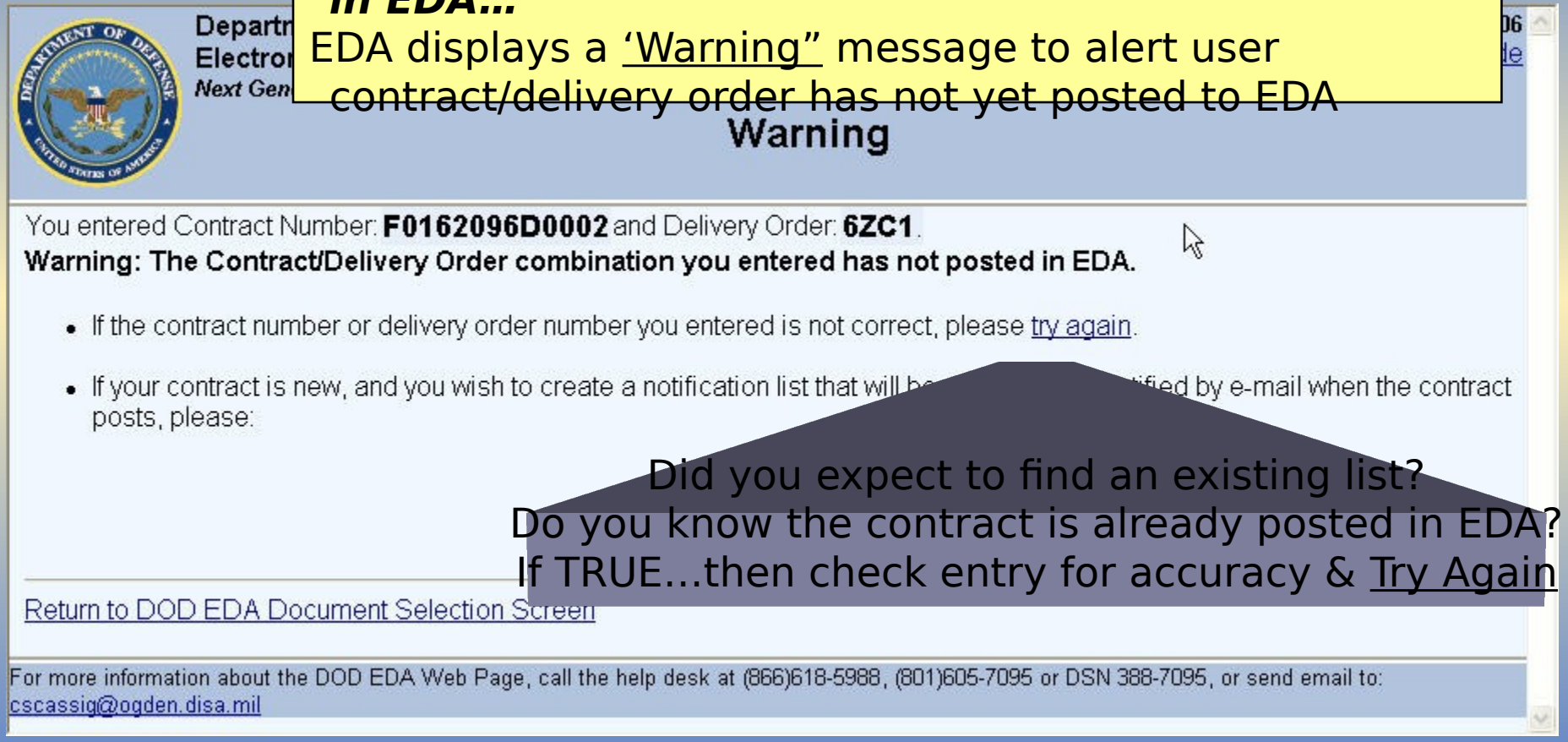


To ***CREATE*** or ***UPDATE*** a Contract Load Notification List For a Specific Delivery Order

CL Notification - Warning

If NEW List & Contract Number/Delivery Order not in EDA…

EDA displays a ‘Warning” message to alert user contract/delivery order has not yet posted to EDA


Warning
You entered Contract Number: F0162096D0002 and Delivery Order: 6ZC1.
Warning: The Contract/Delivery Order combination you entered has not posted in EDA.
If the contract number or delivery order number you entered is not correct, please try again.
If your contract is new, and you wish to create a notification list that will
posts, please:
Return to DOD EDA Document Selection Screen
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to:
cscassig@ogden.disa.mil

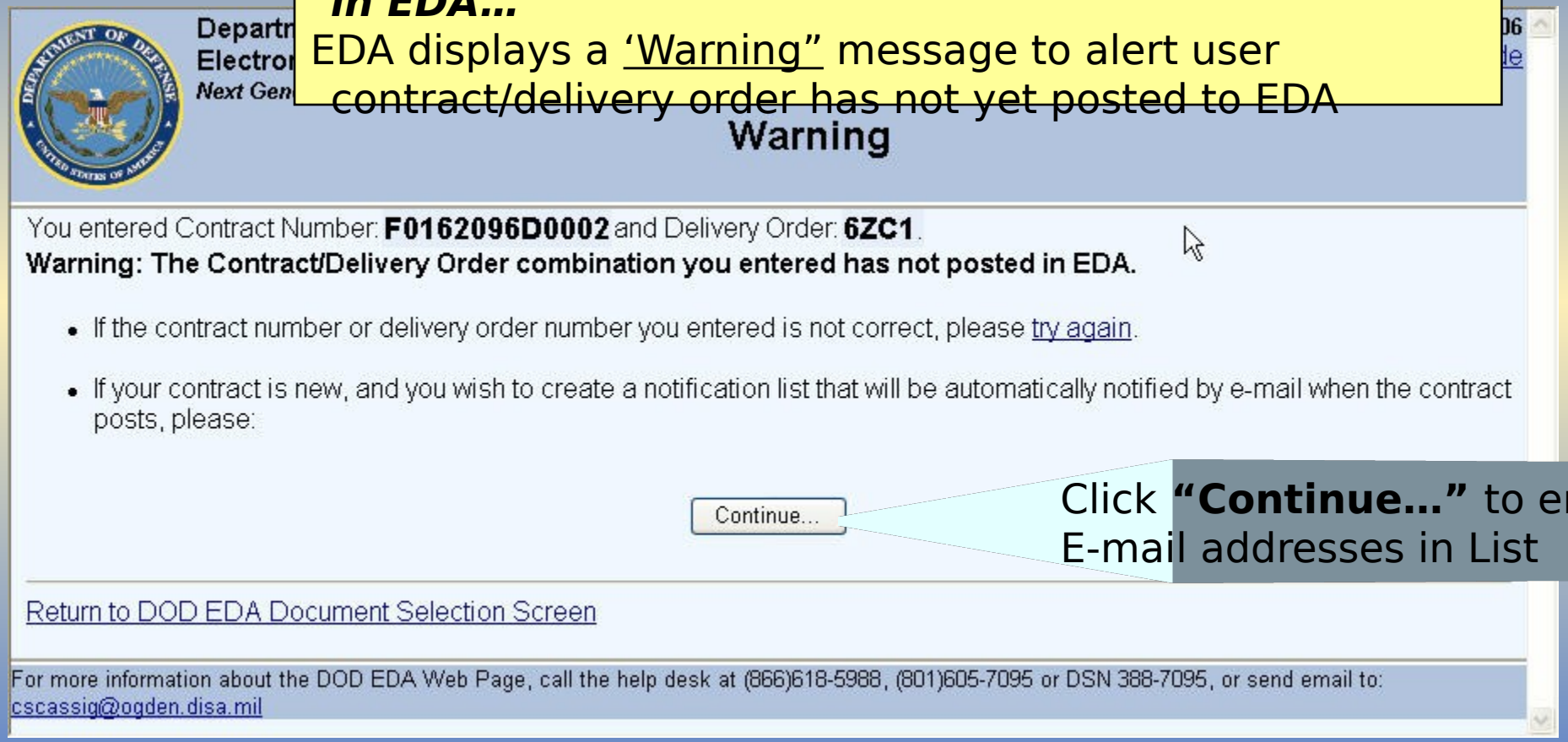
Did you expect to find an existing list?
Do you know the contract is already posted in EDA?
If TRUE…then check entry for accuracy & Try Again

If New List and Contract/Delivery Order not yet posted…

CL Notification List - Warning

If NEW List & Contract Number/Delivery Order not in EDA…

EDA displays a 'Warning" message to alert user contract/delivery order has not yet posted to EDA


Warning
You entered Contract Number: F0162096D0002 and Delivery Order: 6ZC1.
Warning: The Contract/Delivery Order combination you entered has not posted in EDA.
If the contract number or delivery order number you entered is not correct, please try again.
If your contract is new, and you wish to create a notification list that will be automatically notified by e-mail when the contract posts, please:
Continue...
Return to DOD EDA Document Selection Screen
For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Click **"Continue…"** to en
E-mail addresses in List

Next, Enter E-Mail Addresses you want Notified…

CL Notification – List Entry

Department of Defens
Electronic Document
Next Generation

Existing List is established…in this example

Welcome messages sent.

Update complete.

Delivery Order: 6ZC1

spaces, slashes(/)(\) or dashes(-).

E-mail Addresses Already on List

omatically notified when EDA loads a contract document for: **Contract** F0162096D0002 **Delivery Order**

	E-mail Address [required]	First Name	Last Name	Organization	
1	carol.flaherty@eds.com	Carol	Flaherty	EDS	
2	mcrcflaherty@cox.net	Mke	Flaherty	F & K Pool Service	
3	john.pawloski@eds.com	John	Pawlowski	EDS	
4					
5					New Entry
6					New Entry
7					New Entry
8					New Entry

Last updated on: February 21, 2006 08:56 by carol.flaherty@eds.com

Submit | Please Make A Selection | Delete Addressee | Cancel

Enter Informatio
E-mail Address
First Name
Last Name
Organization

the text boxes above, add new or edit existing addres necessary.
add up to 5 new addressees at a time. New add dits to existing a the
tton.
ressee added to the target list will aut ome mes
lick the Submit button to sav

ontract/DO

Return to DOD EDA Document Selection Screen

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Click **“Submit”**

Click **“Cancel”**
To cancel entry

If you need more Entry fields Click **“New Entry”**

CL Notification – List Entry

Department of Defense
Electronic Document Access
Next Generation

EDA Contract Load Notification List Maintenance

AdminCarol Flaherty - Today is Feb 21, 2006
EDA User's Guide

Contract: F0162096D0002 Delivery Order:
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).

View List

E-mail addresses below will be automatically notified when EDA loads a contract document for: **Contract** F0162096D0002 **Delivery Order** NULL.

	E-Mail Address (*required)	First Name	Last Name	Organization	
1	carol.flaherty@eds.com	Carol	Flaherty	EDS	
2	mcrcflaherty@cox.net	Mike	Flaherty	F & K Pool Service	
3	John.Pawloski@eds.com	John	Pawloski	EDS	
4					New Entry
5					New Entry
6					New Entry
7					
8					

February 21, 2006 09:00 by carol.flaherty@eds.com

ake A Selection | Delete Addressee

es above, add new or edit existing addressees as necessary.
o 5 new addressees at a time. New addressees and edits to existing addre

see added to the target list will automatically receive a welcome message from you.
ck the Submit button to save your data.

Copy this list to another Contract/DO

Return to DOD EDA Document Selection Scre

For more information about the DOD E

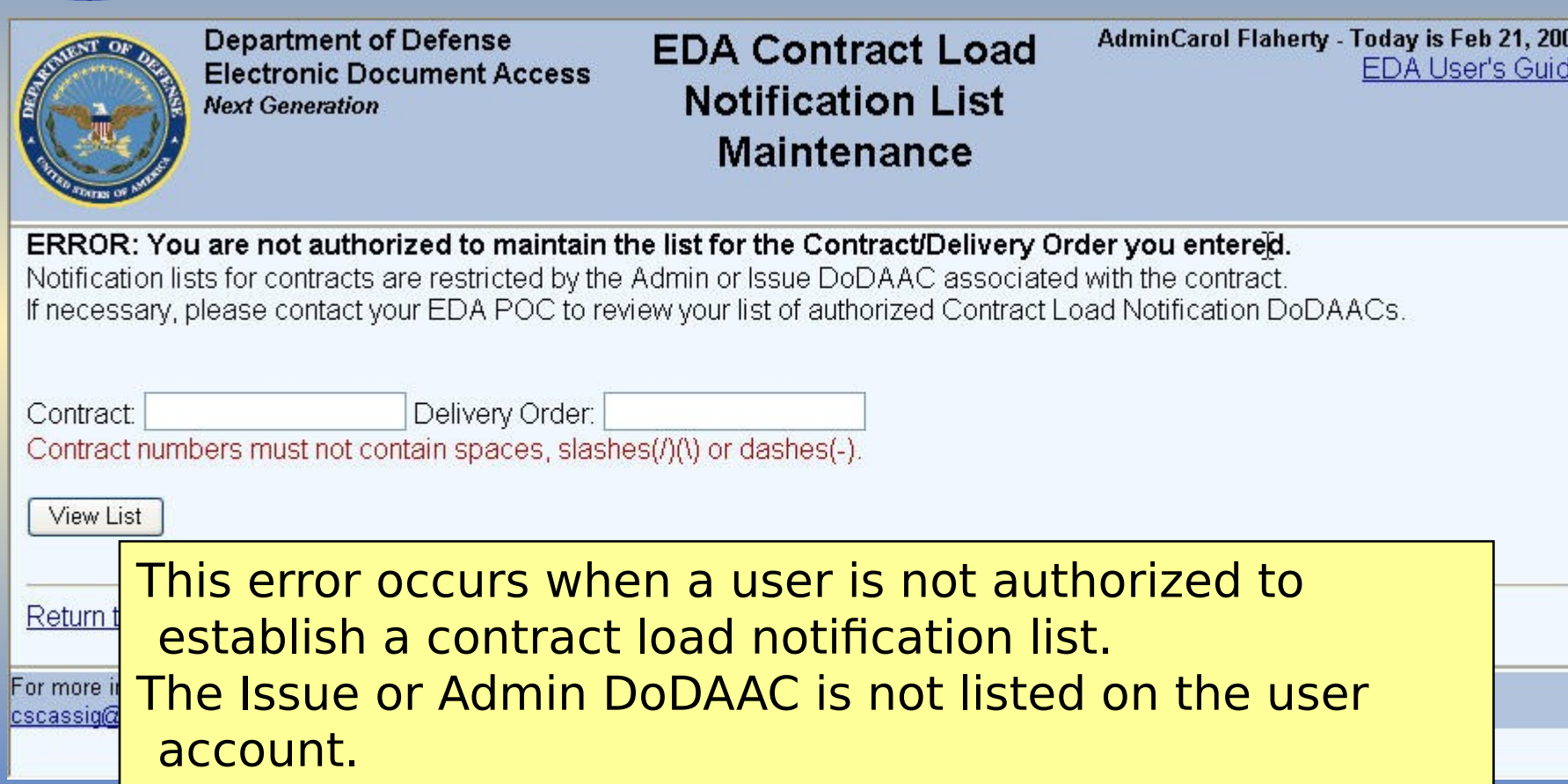
Sort by Column

Delete E-mail Addresses
Select name from drop-down li
Click **"Delete Addresses"**

Copy List Function

Welcome Message is sent on each new user entered
Link to Sample Welcome Notification

Not Authorized User Error


Department of Defense
Electronic Document Access
Next Generation
EDA Contract Load Notification List Maintenance
AdminCarol Flaherty - Today is Feb 21, 2006
EDA User's Guide
ERROR: You are not authorized to maintain the list for the Contract/Delivery Order you entered.
Notification lists for contracts are restricted by the Admin or Issue DoDAAC associated with the contract.
If necessary, please contact your EDA POC to review your list of authorized Contract Load Notification DoDAACs.
Contract:
Delivery Order:
Contract numbers must not contain spaces, slashes(/)(\) or dashes(-).
View List
Return t
For more i
cscassig@

This error occurs when a user is not authorized to establish a contract load notification list.

The Issue or Admin DoDAAC is not listed on the user account.

To remedy, notify your EDA POC and request the new DoDAAC to be added to your user account.

Sample Welcome Notification

From: carol.flaherty@eds.com
Sent: Fri 3/10/2006 5:40 AM
To: Flaherty, Carol J
Cc:
Subject: EDA Contract Load Notification List Welcome Message

Your name has been added to the Electronic Document Access (EDA) contract notification list for the following contract:

Contract: FA440700001 Delivery Order: CJF

The EDA system will automatically notify you by e-mail when new contract documents associated with this contract/delivery order are available on EDA.

Registered EDA users can view these documents at http://eda.ogden.disa.mil.

Additional information about contract load electronic notification can be found in the EDA User's Guide available online from the EDA web site.

If you wish to be removed from this list or you believe you have received this message erroneously, please reply to the sender of this message or contact the EDA Help Desk at: (866) 618-5988, (801) 605-7095 or DSN: 388-7095, or with e-mail at: cscassig@ogden.disa.mil.

This message was automatically generated by EDA on behalf of: AdminCarol Flaherty (carol.flaherty@eds.com)

Sample Contract Load Notification

From: steven.p.jones@eds.com
Sent: Mon 3/13/2006 4:41 AM
To: Flaherty, Carol J
Cc:
Subject: EDA New Contract Document(s) Posted

The following contract document(s) posted on: 03/10/2006

Contract	Del Order	ACO Mod	PCO Mod	CAGE	D-U-N-S
FA4407000001	CAROL				
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new app.Get Doc?ptable id=2 &precord key='0EA5EF5BB4C03C2FE04408000955CA14'&pMultipart ID=					
FA4407000001		CJF		12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new app.Get Doc?ptable id=2 &precord key='0EA5F8E51CC03C27E04408000955CA14'&pMultipart ID=					
FA4407000001		OREO		12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new app.Get Doc?ptable id=2 &precord key='0EA5EF5BB4C43C2FE04408000955CA14'&pMultipart ID=					
FA4407000001			ROXY	12345	
https://ushrsebs003.vahrn.us.eds.com:1643/pls/user/new app.Get Doc?ptable id=2 &precord key='0EA5F8E51CC23C27E04408000955CA14'&pMultipart ID=					

...perated on behalf of:

Using embedded contract links, EDA will prompt user for Logon. If authorized, the contract document is presented.

Non-User notification does not include ‘quick links’.

Troubleshooting CL Notifica

If the Contract/Delivery Order information you entered when creating a new list does NOT match the Contract/Delivery Order that is loaded into EDA, EDA will not send notification messages to the e-mail addresses that you indicated

If you mistakenly entered a Contract/Delivery Order number that matches another Contract/Delivery Order, when that document loads into EDA the e-mail addresses you entered will be notified about the wrong document

If the Contract/Delivery Order you entered never matches any documents loaded by EDA, no notification

Troubleshooting CL Notifica

If you do not have the correct Administrating (Admin) or Issuing (Issue) DoDAAC associated with your EDA user account, EDA will display an error message indicating that you are not authorized to create/edit this list. If you believe this situation is an error, please contact your EDA POC to add the DoDAAC to your EDA user account.

If you believe that you require a specific DoDAAC to edit a list for an existing contract document, you should contact your EDA POC to generate an access request .

If you create/update a list after the Contract is already

Future Enhancements

"On Demand" release of notification to the list of e-mail addresses for a particular Contract/Mod/Delivery Order.

Improved query capability within the Contract Load Notification Lists. (last updated by, specific e-mail addresses, lists, etc)

Capability to establish one list for all activity applied against a Contract number. Eliminating the need for separate lists on Delivery orders.

View of notifications already sent.

EDA User's Guide

Refer to the EDA Users Guide

- STEP-by-STEP instructions (for all Users)
- Training Modules
- Entire section dedicated to the EDA Executive and the EDA POC and their tasks/activities